

# Action Items from the Town Administrator

## March 18, 2013

1. **Employee handbook** review has begun
2. **2013 Goals-Upon completion of town voting process** some recommended goals will begin to be enacted. I.E. # 1-Complete Employee Manual review, Review of Each Job Description and several other projects as determined by the Town Administrator and Selectmen.
3. **Twin Bridge property deed acceptance**-Rodney to view site on Friday January 11<sup>th</sup>  
Final Draft sent to Drescher for review and comments. No answer yet.  
Att. Drescher responded last week and states that he will get to it a.s.a.p.

Bill Drescher responded and correspondence is under 'legal'.